



Revised: August 29, 2013

POSITION DESCRIPTION

Living Well CommunityCorps Coordinator

Title: Living Well CommunityCorps Coordinator

Reports To: AZLWI AmeriCorps Manager

Location: Central Arizona

Allocation: AmeriCorps Member – Funding provided by the Corporation for National and Community Service for the delivery of “Healthy Living & Tomando Control” programs.

GENERAL DESCRIPTION:

The role and purpose of AmeriCorps is to support our effort to recruit, train and manage Members to meet community identified needs in a national priority area. AmeriCorps Members will function to expand implementation of Stanford Patient Education Research’s disease self-management programs, including: Healthy Living, Diabetes Self-Management Program, Tomando Control de su Salud, and Programa de Manejo Personal de la Diabetes. AmeriCorps Members will be trained as Leaders, facilitate workshops, and increase knowledge and awareness of the importance of self-management, health promotion and disease prevention. AmeriCorps Members would make significant contribution to building the local community capacity to sustain these programs in their own communities.

PRIMARY FUNCTION/PURPOSE:

The primary function of the Living Well CommunityCorps Coordinator is to coordinate workshop planning and delivery for their community. Members work in teams to plan and deliver workshops using the Stanford Patient Education Research Center’s curriculum they were trained in. This project also engages community members who are unfamiliar with health promotion activities and encourages them to support and promote these Living Well initiatives.

MAJOR RESPONSIBILITIES AND DUTIES:

Living Well CommunityCorps Coordinator will report directly to the AZLWI AmeriCorps Manager. Specific duties include but are not limited to the following:

- Collaborate with AZLWI and SLHI staff, working intensively with the community to increase self-management and health promotion activities.
- Know the assets, needs and issues of their community.
- Assess the strengths and assets of the community in terms of people, resources and supports. Facilitates assessment of needs at the site level, followed by decisions about what programs will be provided and who will receive the programs/trainings.

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- Develop and implement strategies for creating partnerships between communities including neighborhood organizations, social service agencies and community institutes
- Develop new and creative ways to expand the reach and effectiveness of local agencies/programs in order to have an increased impact on general well-being and chronic condition self-management
- Strategize and explore the potential large-scale and replicable opportunities to meet core needs of the community with an emphasis on self-management, health promotion and disease prevention.
- Attend select events in order to build relationships with agencies in the community
- Assist with coordinating community meetings, events and publications
- Provide detailed prior month activities/outreach report including monthly activities, workshop rosters and survey packets, issues/concerns and follow-up strategies
- Develop an individual work plan that fits with AZLWI and SLHI's missions to include:
 - Training as a Healthy Living and/or Tomando Control de su Salud Leader
 - Co-Facilitating a minimum of one (1) community-based workshop
 - Coordinating a minimum of three (3) community-based workshops during their program.

PROGRAM:

AmeriCorps Member must serve for the entire program length or a total of 900 hours.

STIPEND AND OTHER BENEFITS:

- Half-Time Members receive a stipend totaling \$6,405 over the course of their 900 hours. The stipend will be issued bi-weekly.
- At the completion of service, Members also receive a Segal Education Award that can be used for qualified educational expenses for up to 7 years by the Member or transferred to a child or grandchild.
- Professional development, leadership training, nonprofit experience, and team building skills
- Opportunity to make a difference in communities while gaining unique experiences and building professional skills that serve one for a lifetime

AMERICORPS MEMBER QUALIFICATIONS:

Candidates must have a High School diploma with equivalent experiences to receive the Education Award. We will seek a wide variety of backgrounds but place priority on those already providing similar service to their community. We seek members with life experiences, maturity, flexibility, self-directed, cross-cultural awareness and sensitivity, interested in service, good judgment, and good oral and written communication skills. An ability to plan and follow

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through will be important. A willingness to follow the philosophy of the Living Well CommunityCorps and operate as a team player.

REQUIRED:

- High school diploma, GED or signed verification document
- Effective verbal and written communication skills
- Self-starter with the ability to work both independently and collaboratively while observing and complying with all standards of the supervision personnel and relating programs and service
- Must be upbeat, positive, outgoing, personable and able to relate well with diverse populations and age groups
- Ability to manage time well
- The ability to professionally engage and interact with community partners
- U.S. Citizen, national or permanent resident at least 18 years of age

PREFERRED:

- Preferably have an ongoing health condition
- Experience speaking in front of a small group (12-15)
- Bilingual capacity
- Experience leading workshops and/or trainings
- Conflict resolution, mediation and/or negotiating skills
- Experience in urban and/or rural communities

WORK ENVIRONMENT:

Must be willing to work a flexible schedule including some nights and weekends. Must be able to lift up to 30 pounds. Must have reliable, accessible transportation. Must be able to pass background and fingerprint clearance process for working with older adults and those with disabilities.

Members will receive a stipend by TAPAZ as the fiscal sponsor for this project. We strive to hire a staff that, in all ways, reflects the diversity of the state of Arizona and the communities we serve.

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